

Allen County Court of Common Pleas

Probate and Juvenile Division

Public Records Request

The Allen County Court of Common Pleas, Probate and Juvenile Division, has enacted a Public Records Policy to ensure that Ohio citizens are entitled to access records. Public access to court records is governed by the Rules of Superintendence, Rules 26 and 44-47, promulgated by the Supreme Court of Ohio. It is the policy of the Allen County Probate and Juvenile Court to adhere to the State of Ohio's Public Records Act combined with the Ohio Rules of Superintendence when addressing requests for public records. Further, certain records are required to remain confidential, which are identified in the Ohio Rules of Juvenile Procedure and the Ohio Revised Code. Any denial of a public records request will be accompanied by a written explanation.

The individual or organization wishing to inspect or obtain copies of public records is ***not required*** to submit a public record request in writing; nor are they required to provide his or her identity, or the intended use of the requested public record. In certain circumstances, records may be protected, sealed or limited to the parties in a case, thus identification may be required. Requesting public records may be made using form "Allen County Probate and Juvenile Court Public Request Form", however, this is not a requirement of the requester, it may assist the Court in efficiently preparing the records.

Name of Requestor	
Street Address	City, State, Zip
Phone Number	Date
Email Address:	
Records Requested (please identify a case number, the year and any additional identifying information):	
Allen County Probate and Juvenile Court provides photocopies of public records at \$0.10 per page. PROBATE CERTIFIED COPIES: \$2.00 per certified copy	
Please choose from the following options: ☐ I would like to inspect these records in the building when they are ready. ☐ I would like these records copied, and I will pick them up when they are ready. ☐ I would like these records copied and mailed to me at the address on this form. (COST OF POSTAGE WILL BE ASSESSED TO REQUESTOR) ☐ I would like these records copied and emailed to the email address provided below:	
Total Cost to prepare the requested records: _____ Date Paid by Requestor: _____ Method of Payment: _____	
You may email your completed requests to: records@allencountyohio.com	You may drop off or mail your completed request: Allen County Probate and Juvenile Court 1000 Wardhill Avenue, Lima, Ohio 45805
Name of Court Employee handling this request:	Date request was complete: _____ Date logged in Public Records Log: _____